MINUTES
March 21, 2017
10:00 a.m. – 12:00 p.m.
UAC 474

Members in attendance: Dana Chapman, Leslie Cheromiah, Adam Clark, Charles Evers, Ana Lisa Garza, Robert Hanna, Treena Herington, Deborah Howell, Neal Idais, Robert Jackson, Jennifer Johnson, Stephanie Korcheck, Jeffery Magness, Jacqueline Miles, Stephanie Miller, Margie Rodriguez, Samantha Smith Jodi Torrez, Corey Weber, Illona Weber, Elizabeth Welch

Members not in attendance: Excused – Sarah Drennan, Noel Fuller, Jack Rahmann

(10:03) Call to Order – Adam Clark, Staff Council Chair

GUEST (10:05) Item 2: Updates Regarding NetID 2-Step – Jen LaGrange, IT Project Coordinator, IT Assistance Center (ITAC)
Phase II starts May 1 – all staff, faculty, and students will have two-step authentication process to login to ID-protected services
IT prefers use of DUO app on phone and desk phone
Use button to “remember me for 9 hours” to eliminate need to keep logging in
Training is available in Alkek and JCK – bring phone to login

ACTION (10:16) Item 3: February Meeting Minutes (handout)
Not available; deferred to April meeting

DISCUSSION (10:16) Item 4: Treasurer’s Report – Deborah Howell, Staff Council Treasurer (handout)
Activity for all accounts is provided in the attached handout
Balances as of March 10 are
  – Fundraising Account – $13,635.00
  – M&O Account – $894.49
  – Scholarship Account – $8,052.74
New hard drive will be purchased for the Council’s laptop

DISCUSSION (10:17) Item 5: Announcement of Staff Council Undergraduate and Graduate Scholarship Recipients – Ana Lisa Garza, Chair, Scholarships & Awards Committee
13 total applications received – 2 undergraduate, 8 graduate, 3 late
Need to do a better job of communicating about the availability of these scholarships – perhaps get a list of employees that currently are enrolled
Need to start processing paperwork to make funds available in the fall
Adam Clark will send an email to all applicants regarding the decisions
Announcement will be made in HR Bulletin and via email in May

GUEST (10:31) Item 1: Officer Otto Glenewinkel III, Crime Prevention Division, and Sergeant Christopher Cost, University Police Department
Current UPD transition is biggest in 25 years – focus on level of service provided and being proactive with campus community
Texas State is a very safe campus – crime rates are low compared to other campuses.

In response to recent events, increasing visibility with 10am-4pm foot patrols (2 officers) in Quad – from Old Main to LRC

- Evening shift is paying close attention and has been able to remove flyers before people arrive on campus the next morning.

**Critical – CALL UPD FIRST!!!! 5-2805 or 911 from campus landline or cell**

- If you see something of concern, call UPD first so they can initiate response... then speak with supervisor.
- Reporting lag can make a huge difference to outcome.
- Radios are linked across UPD, San Marcos PD, and Hays County Sherriff – excellent relationships across these agencies.

We use social media to communicate but realize we don’t do a good enough job with PR to promote the good things we are doing.

Council suggests UPD communicate directly with safety coordinators and senior administrative staff to ensure staff receive critical, timely information – deans and chairs often do not share information with staff in a timely manner.

**Staffing**

- New chief is completing required state training.
- Have had same number of officers for past 10 years.
- Challenge – UPD is “training ground” as officers move to larger, better paying law enforcement agencies.
- Moving from call to call to call, and completing required reports, allows little time for interaction.
- National standard is 1.8 officers per 1000 people; UPD at 1 per 1000.
- Currently have 40 officers – 7 new officers being hired; need 60-70 officers, plus additional administrative staff to do job.
- Current minimum for patrol is 1 supervisor and 2 officers; working toward adding additional officer.
- Received grant to begin bike patrol
  - should start in next couple of weeks
  - 6 officers certified for bike duty

In response to question about creating community policing model at Texas State:

- Working to get substations in place across campus – including in renovated LBJ Student Center and Bobcat Village, with officer living quarters – and reporting technology in vehicles to better facilitate “community policing” model; space not yet available in JCK.
- Working to consistently assign officers to districts across campus – walk buildings/areas and get to know staff, faculty, and students who regularly frequent those areas.

Response time averages ~3 minutes from when call is answered; new system will track from when call actually comes into system.

**Selected Initiatives**

- Training for staff and faculty regarding responding to active shooters.
- Civilian Emergency Response Team – certified trainer left, so working to get someone certified.
- Chat with the Chief and Coffee with Cops events.
- UPD Citizen’s Police Academy – will fast track Staff Council member for Fall 2017 class.

Council would very much like to have a UPD representative on Council and encouraged Officer Glenewinkel and Sergeant Cost to help us identify someone willing to serve.
DISCUSSION
(11:22)

Item 6: Operational Effectiveness Committee Work Plan – Stephanie Korcheck, Chair

Preliminary timeline for the Committee’s work (see handout) was presented

Major focus on developing Strategic Plan for Council

- Align with University’s 2017-2023 plan
- Identify goals, which would not change from year to year, and related strategies and outcomes for next year
- Committees would identify annual goals to support those of the Council and present them to Council for discussion

Discussion of bylaws and operating procedures will include questions regarding the extent to which operating procedures and committee work will be discussed and/or approved by the full Council

DISCUSSION
(11:38)

Item 7: Staff Council Ombudsman – Adam Clark

Referenced recent University Star article about faculty ombudsman, which noted staff does not have an ombudsman

Noel Fuller, Member-at-Large – Logistics, is investigating Texas State’s ombudsman for faculty and students as well as practices at other universities and will report back at a future meeting

DISCUSSION
(11:40)

Item 8: Review and Refer Parking Lot Items – Jodi Torrez

Beginning with today’s meeting and as appropriate, items in the Parking Lot will be referred to the relevant committee in order to keep things moving

- Items will remain in Parking Lot until returned as agenda item for further discussion and/or action

DISCUSSION
(11:57)

Item 9: Member Announcements

Stephanie Miller reminded members to turn in the raffle ticket sales proceeds for timely deposit into the Fundraising Account; contact her or Adam Clark

Adam Clark announced that on January 6th Sarah Drennan had Hayden, who weighed 6 pounds 12 ounces and was 19 inches long... Mom and baby are doing well

(11:58)

Adjournment

Adam Clark moved adjournment, Jodi Torrez seconded; the motion was approved by voice vote

Stephanie A. Korcheck, Secretary
Staff Council

6/13/2017

Date of Approval

Remaining 2016-17 Meetings: April 11, May 9, June 13, July 11, August 8

Texas State staff are welcome to attend any Staff Council meeting. If there is an issue or concern you would like the Council to address, please contact staffcouncil@txstate.edu. If you prefer to remain anonymous, please submit your concern using www.staffcouncil.txstate.edu/Staff-Concerns.

All statements made during meetings of the Staff Council shall be privileged communication and remain confidential. Members and guests shall not be subject to retaliation or disciplinary action as a result of the expression of their views at Council meetings.

Minutes for Staff Council meetings are available at staffcouncil.txstate.edu/meetings/minutes.

Like us on Facebook! www.facebook.com/TexasStateStaffCouncil
Changes from February statement: Deposit of $335.00 in "M&O Budget Adjustments" for sales of parking permit raffle.
Additional charge of $27.71 in "Bldgs/Maint/Repir" for Staff Council sign estimates.
Additional charge of $10.31 in "Overhead Charges" (3.5% fee for income-generating accounts).
### Texas State - FM Budget & Actuals Report

**Fiscal year:** 2017  
**Period:** 001 to 016  
**Fund:** 2000011017  
**Fund Center:** 1011500000

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Changes from February statement:  Additional charge of $3.37 in “Consumable Supplies” for purchase of thank-you cards for Staff Council meeting guest speakers.

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No changes from February statement.
March 21, 2017 Meeting
Item 6: Operational Effectiveness Committee Work Plan

To prioritize the Committee’s work, the Operational Effectiveness Committee reviewed the existing Bylaws and Operating Procedures, and also considered previous Staff Council and Executive Committee discussions regarding the work of the Council.

The list below reflects the items we will present to Council for discussion and action through the remainder of the 2016-17 Council term.

April
➢ “Simple” Bylaws Amendments
➢ Structure/Outline for Operating Procedures
➢ Instructions/Template for Drafting Standing Committee Operating Procedures
➢ Member Exit and Annual Surveys

June – Operating Procedures and related Bylaws Amendments
➢ Staff Council
➢ Internal Standing Committees
  ▪ General Operating Procedures
  ▪ Executive Committee
  ▪ Delete Transportation Committee
➢ External Committees
➢ Ad Hoc Committees

July
➢ Marketing Committee Operation Procedures
➢ 2017-18 Staff Council Goals and Measures